Duties of the ASDAH Committee Chairs and Members

Committee Chairs/Co-Chairs
In addition to the elected Board of Directors, the Leadership Team shall include all appointed committee chairs. On an annual basis, the newly elected Board shall confirm the standing committees for that term, and identify the chairs/co-chairs of each for inclusion on the leadership listserv. Chairs will be expected to submit monthly reports to the Leadership Team or as requested by the Board President. As with the elected Directors, these chairs/co-chairs are expected to attend all LT meetings, except in the case of an emergency or other unforeseen circumstance, and to participate on the membership and leadership listservs. If any chair/co-chair misses more than three meetings of the Board, that chair must discuss their status with the Board President.

The time commitment involved in serving as a Committee Chair varies greatly. An estimate of the average time spent might be five to ten hours per month, depending on the committee and one's individual schedule at a given point in time. Monthly Leadership Team calls require attendance by all, with each call running between 1-1.5 hours in length. Most committees also meet monthly for one-hour conference calls. Committee Chairs will spend time on follow-up discussions via email, and on any tasks that one has individually agreed to take on.

Committees
The Board of Directors may, by resolution passed by a majority of the whole Board, designate one or more committees; each committee may consist of one or more of the Directors and/or other members of the Organization. The Board may designate one or more Directors as alternate members of any committee, who may replace any absent or disqualified member at any meeting of the committee.

B. Names. Such committee or committees shall have such name or names as may be determined from time to time by resolution adopted by the Board of Directors.

C. Powers. Any such committee, to the extent provided in the resolution of the Board of Directors, shall have all the powers and authority as designated by the elected Board of Directors in the management of the business and affairs of the Organization. No such committee shall have the power or authority to amend the Articles of Incorporation, adopt an agreement of merger or consolidation, recommend to the members the sale, lease or exchange of all or substantially all of the Organization’s property and assets, recommend to the members a dissolution of the Organization or a revocation of a dissolution, or amend these Regulations.

D. Minutes. Each committee shall keep regular minutes of its meetings and report the same to the Board of Directors.

The responsibilities of committee members include:
- Attendance at all meetings, except in case of emergency or other unforeseen circumstance; if any committee member misses more than three meetings of the committee during the year, or is habitually late, that member must discuss their status with their Committee Chair
- Participation in email and listserv conversations regarding committee business
- Actively contributing to committee projects that are collaboratively chosen by the committee at the beginning of their year, or as assigned by the ASDAH Leadership Team
- Providing ideas, consultation, and helping complete designated tasks to promote ASDAH’s mission and fulfill the responsibilities of the Committee

The current standing committees of ASDAH are:

**Blog:** Coordinates and manages the weekly Health At Every Size® posts at [http://healthateverysizeblog.org](http://healthateverysizeblog.org).

**Conference Planning:** Recommends, implements, and oversees the logistics and programming for the ASDAH International Educational Conference.

**Education & Programming:** Designs and implements webinars, workshops, infographics, and/or other materials/events that provide education on HAES related topics.

**Internal Policy:** Develops and oversees ASDAH's operating policies and procedures.

**Social Media & Public Relations:** Manages social media outreach efforts, drafts press releases, and works to increase visibility of the HAES approach and ASDAH in different communities.

**Membership:** Coordinates new and existing member services, maintains membership records, and manages the membership listserv.

**Public Policy:** Develops materials and oversees efforts to provide decision makers in government, scientific, social, and other organizations with resources to support public policies that advance the philosophy and goals of the HAES approach.

**Scouting:** Identifies potential venues/events for an ASDAH/HAES presence, and supports members in efforts to promote the HAES approach at their local events.

**Website:** Provides maintenance and development of the website, recommends new content and layout ideas, and identifies ways to make the website more dynamic and user-friendly.
In addition, a **Nominations & Election** Committee shall be appointed at least 90 days prior to the annual election of the Board of Directors, and shall be comprised of individuals who are not seeking a nomination to serve on the Board. This ad-hoc committee shall be governed by the following policy:

- Members of the nominating committee must be individuals who are not running for any Board position being voted on
- The ballot shall list each candidate individually for voting, and not simply present a "slate" to be voted up or down
- Candidates will be listed in reverse alphabetical order for each position
- All candidates who are "incumbents" will be identified in that manner
- The ballot shall provide a space for a write-in candidate for each position listed, whether the listed candidate is running un-opposed, or there are multiple candidates presented

(Revised 4/7/15)